

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 009784				2. NAME (Last-First-Middle) O'CONNELL, J. P., Jr.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 8 15 65		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V X CF TO V	7. COST CENTER NO. CHARGE-ABLE 6271-0300		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDE/OFFICE OF SECURITY DD/INVESTIGATIONS AND OPERATIONAL SUPPORT OFFICE OF THE CHIEF			10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.		
11. POSITION TITLE SECURITY OFFICER			12. POSITION NUMBER 0522	13. CAREER SERVICE DESIGNATION SS	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 1810.01	16. GRADE AND STEP 16 3	17. SALARY OR RATE \$ 20,245	
18. REMARKS Telephonic Concurrence, (Jay Newman), DDP/FE Personnel 13 August 1965. Date: 18 AUG 1965 Security Approval has been granted the use contemplated by this request. Chief, Personnel Security Division lcc Cl. Br.					
18A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Ernest L. Hardt, Chief/PersBr/ASPS 18 Aug 65	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HDQTS. CODE
25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CSC 3-FICA 5-NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.
33. SECURITY REQ. NO.		34. SEX			
35. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEGLI/HEALTH INSURANCE CODE CODE 0-WAIVER 1-YES
40. SOCIAL SECURITY NO.					
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO
45. POSITION CONTROL CERTIFICATION			46. O.P. APPROVAL DATE APPROVED		

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:

(Date)

RETURN TO THE
Background Unit Only
Do Not Reproduce

MY LAST WORKING DAY WILL BE—

DATE SIGNED

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a — The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary-Part Time		

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (*Director, Deputy Director, etc.*)
 Office, Major Staff, etc.
 Foreign Field or U.S. Field (*if pertinent*)
 Division or Staff (*subordinate to first line*)
 Branch
 Section
 Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, *the gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel *through* the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET